

### SIGN IN SHEET

IFB PMB-2013-26	FURNISH REFUSE COLLECTION SERVICES FOR VARIOUS STATE AND FEDERAL LOW INCOME PUBLIC HOUSING PROPERTIES UNDER ASSET MANAGEMENT PROJECT 46 ON THE ISLAND OF HAWAII
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#### INSTRUCTIONS

Please fill out this sheet and leave original at the respective office where you picked up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

<b>Pre-Bid Conference/Site Visitation:</b>	Thursday, November 21, 2013, 9:00 a.m. at the HPHA, Building E Boardroom, 1002 North School Street, Honolulu, Hawaii 96817. Site visitation upon request.	
<b>Bid Offer Form Due Date:</b>	Due before <u>10:00 a.m. HST on Wednesday, December 11, 2013</u> at the HPHA, Contract & Procurement Office, 1002 North School Street, Building D, Honolulu, HI 96817.	
<b>Bid Opening:</b>	<b>Wednesday December 11, 2013</b>	At 10:15 a.m. at the HPHA – Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
Date: _____		
<b>Company:</b>	_____	
<b>Address:</b>	_____ _____ _____	
<b>Phone #:</b>	_____	<b>Cell #:</b> _____
<b>Fax #:</b>	_____	
<b>Contact Person:</b>	_____	

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

#### REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate; and   | <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 and |
| <input checked="" type="checkbox"/> Wage Certificate; and   | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing and |
| <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts); or | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate       |

The following shall be submitted prior to start of contract, no later than January 15, 2014 or as soon as practicable:

- ☒ Certificate of Insurance  
☐ Other: \_\_\_\_\_